



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1710.44A

BMWR

JUN 3 1993

BASE ORDER 1710.44A

From: Commanding General
To: Distribution List

Subj: USE OF MORALE, WELFARE AND RECREATION SIGNS

Encl: (1) Information on Manual Signs

1. Purpose. To provide information on the use of manual and electronic signs controlled by the Morale, Welfare and Recreation (MWR) Department.
2. Cancellation. Base Order 1710.44.
3. Summary of Revisions. This Order has been completely revised and should be reviewed in its entirety.
4. Information. The MWR Department operates many signs aboard Camp Lejeune in its attempt to inform everyone of upcoming community events. Non-MWR messages may be displayed on these signs when space is available or when directed by the Commanding General. This Order sets forth a priority of use for each of the signs and point of contact (POC) to arrange for their use.
5. Manual Signs. Manual signs are those on which the message is composed of individual letters, numbers, and symbols manually attached to the sign's face. A manual sign may be stationary or portable. Generally, a sign face is limited to four lines of 24 characters each. Enclosure (1) lists outdoor signs which may be available for use by activities outside of MWR and an information POC for each. Signs not listed are either not available or are not controlled by MWR.
6. Outdoor Electronic Sign. The electronic sign located at the intersection of Holcomb Boulevard and Sneads Ferry Road is available to organizations aboard Camp Lejeune. Because of its location and the short viewing time it affords drivers and passengers, only short messages are appropriate. The MWR Marketing Director, extension 5173, will answer questions regarding sign capability and availability.
7. Reserving Signs
 - a. Marine Corps Base general and special staff sections drafting Base Bulletins containing tasking for MWR-controlled signs will staff these bulletins through the Assistant Chief of Staff, MWR. Reserving signs prior to preparing the bulletin is prudent.
 - b. Other organizations may request that messages be displayed on various signs by first calling the information POC to determine availability, to discuss specific sign capability, and to receive suggestions on how to structure the message. Then, a written request must be sent to the Commanding General, Marine

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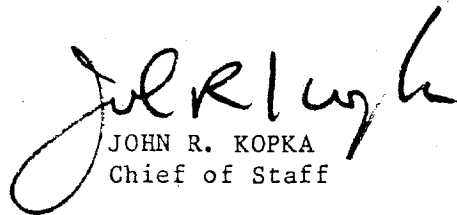
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Corps Base (Assistant Chief of Staff, MWR). The request should indicate the wording desired, display locations, dates, and times requested.

c. Normally, messages on manual signs will be posted for up to 48 hours maximum. Electronic messages, because they are batched with others and displayed sequentially, may appear over a longer period of time. Determination as to wording, locations, times, and dates shall be made by the Assistant Chief of Staff, MWR.

8. Priority of Use. When simultaneous use of an MWR-controlled sign is requested by two or more parties, priority will be as follows: The Commanding General; the Assistant Chief of Staff, MWR; other general/special staff sections; and, all other units and activities authorized to operate aboard Camp Lejeune. Priority among requesting units and activities will be determined by the Assistant Chief of Staff, MWR on a case-by-case basis.

9. Action. Organizations desiring to have messages displayed on signs covered by this Order shall make written request to the Commanding General, Marine Corps Base (Assistant Chief of Staff, MWR).


JOHN R. KOPKA
Chief of Staff

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INFORMATION ON MANUAL SIGNS

1. Sign: Special Events
Location: Holcomb Boulevard median at Building 1
Faces: 2
Use: To announce distinguished visitors and other announcements of like importance as approved by the Chief of Staff. When not in use for the foregoing, it may be requested for other announcements.
Information: Recreation Director, extension 5519
Requests: Assistant Chief of Staff, MWR, extension 2524
2. Sign: Marston Pavilion
Location: Beside Seth Williams Boulevard at Marston Pavilion
Faces: 2
Use: To announce events held at Marston Pavilion and other MWR events. May be requested for other announcements.
Information: Recreation Director, extension 5519
Requests: Assistant Chief of Staff, MWR, extension 2524
3. Sign: Base Theater Marquee
Location: In front of Building 19
Faces: 2
Use: To announce movies and other entertainment taking place in the theater. May be requested to announce significant training presentations held in the theater.
Information: Recreation Director, extension 5519
Requests: Assistant Chief of Staff, MWR, extension 2524
4. Sign: Field House Events
Location: In front of Building 1742
Faces: 2
Use: To announce athletic and recreation events held in or adjacent to the field house. Second priority will be for MWR announcements. May be requested for other announcements.
Information: Recreation Director, extension 5519
Requests: Assistant Chief of Staff, MWR, extension 2524
5. Sign: Base Stables Sign
Location: Facing Stone Street at Stables
Faces: 2
Use: To announce Stables' events primarily and other MWR events secondarily. May be requested for other announcements.
Information: Recreation Director, extension 5519
Requests: Assistant Chief of Staff, MWR, extension 2524

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6. Sign:	Roadable Sign (trailer mounted)
Location:	As requested on Camp Lejeune
Faces:	2
Use:	To announce MWR programs and events. May be requested for announcements.
Information:	Recreation Director, extension 5519
Requests:	Assistant Chief of Staff, MWR, extension 2524

ENCLOSURE (1)